

# Washington State House of Representatives

## 2016 Legislative Session Employment Opportunities

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### **Session Security Guard** – Salary \$2,139 to \$2,292 per month

The Washington State House of Representatives anticipates vacancies for multiple temporary positions in House Security for the 2016 Legislative Session. Session Security Guards provide security and safety services for the Washington State House of Representatives, serving in temporary, at-will, non-partisan, exempt positions during the legislative session. Employees serving in one of these temporary positions will work varying schedules as needed without additional compensation for overtime. No leave or medical benefits are provided with these positions.

#### ***Typical work includes:***

- Security presence at access points, posts, or remote locations; foot patrol; monitor and control access to parking lots, hearing rooms, and legislative facilities; monitor and control video surveillance and building access control systems; report security incidents and prepare written reports; maintain order and decorum, enforce House Rules.
- Observe, detect, deter and report security and safety issues to supervisor, law enforcement, or others as required by training, policies and procedures; provide prompt response to emergencies, calls for service, disruptions, or other incidents; provide first aid, CPR, and/or AED treatment as needed; identify, report, and resolve workplace safety issues; operate a mid-sized passenger van and transport passengers.
- Work cooperatively within a structured organizational system with assigned posts, post instructions, and reporting to a direct supervisor.
- Comply with the security policies, House Rules, and the Washington State House of Representatives Personnel Policy & Procedure Manual.
- Assist state representatives, legislative staff, and visitors as needed.

#### ***Qualifications:***

- High School Graduate or equivalent;
- Good communication, interpersonal, problem-solving, and conflict resolution skills;
- Ability to stand and/or walk for extended periods of time;
- Ability to carry or move objects of up to 50 pounds in weight;
- Ability to work outdoors during inclement weather;
- No previous security related criminal convictions;
- First Aid Certification desired;
- A valid driver's license is required for any driving duties;
- Previous security, military, or law enforcement experience preferred.

Selected personnel will begin this temporary position on or about January 4, 2016 and will be expected to be available to work through the scheduled end of the 2016 Legislative Session on March 3, 2016. The temporary assignment may be extended to a maximum of six months if necessary for any special legislative session. Training will be provided at the beginning of the assignment, including First Aid, CPR and AED training if needed. Previous legislative session employment with the House of Representatives is not a guarantee of selection for future legislative session positions.

## **APPLICATION PROCESS**

Applications for Session Security Guard positions should be received by House Security no later than October 9, 2015. The selection process, including application review, interview, and background check will begin October 12, 2014. Positions will be filled as candidates are selected during the selection process. Early application submission is highly recommended.

### **1. To apply, interested candidates should submit the following:**

- (a) Current resume describing the applicant's experience and qualifications; and
- (b) Washington State House of Representatives Session Application.

*Application available at:*

[http://www.leg.wa.gov/House/Documents/House\\_session\\_employment\\_app\\_distributed.pdf](http://www.leg.wa.gov/House/Documents/House_session_employment_app_distributed.pdf)

### **2 . By postal mail to:**

Washington State House of Representatives

ATTN: Director of Security Mark Arras

PO Box 40600

Olympia Washington 98504-0600

**Or by email to:** [mark.arras@leg.wa.gov](mailto:mark.arras@leg.wa.gov)

Questions regarding this position may be directed to [mark.arras@leg.wa.gov](mailto:mark.arras@leg.wa.gov) or (360) 786-7776.

The Washington State House of Representatives is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.